



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation and Development
Citizen Charter Program of Afghanistan



External Vacancy Announcement

Introduction

The Citizens Charter is a National Priority Program (NPP) of the National Unity Government (NUG) that was officially launched on September 25, 2016.

The Citizens Charter is an inter-ministerial, multi-sectorial NPP, where Ministries have collaborated to provide basic services to rural communities. The key service delivery ministries involved are: Ministry of Rural Rehabilitation and Development (MRRD), Ministry of Education (MoE), Ministry of Public Health (MoPH) and Ministry of Agriculture, Irrigation and Livestock (MAIL), with oversight by Ministry of Finance (MoF). MRRD has a key role and will be responsible for infrastructural development and strengthening CDCs and Cluster CDCs. The Community Development Councils (CDCs) will be linked to sub-national government to improve communication and coordination from the community to the district, provincial and national levels - increasing Government visibility and accountability. The Citizens' Charter is an important foundation for the Government's reform agenda, contributing to a number of priority areas including: Ensuring Citizens' Development Rights; Building Better Governance; Reforming Development Planning & Management and Developing Partnerships. The Citizens Charter intends to improve service delivery by ensuring minimum service standards, provide greater responsiveness by the Government to the people and increase the level of public satisfaction with services. The Charter commits to deliver the following core services across the country over a 10 year period:

- Basic health services
- Basic education access
- Safe drinking water and sanitation
- Improved farming technologies and the delivery of extension services
- Rural connectivity with tertiary roads
- Rural renewable energy



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Title: Recruitment Officer
Vacancy Announcement No: 339/HRMD/CCNPP/MRRD
No. of Post: 1
Duty Station: Kabul / HQ
Duration: 1 Years (Extendable)
Salary: As per NTA Salary Scale
Announcing Date: 18-December, 2019
Closing Date: 27-December, 2019

Specific Roles/ Responsibilities:

- Undertake recruitment activities in accordance with the recruitment policies and procedures and in compliance with MRRD HR Manual for contracted staff.
- Undertake specific recruitment activities associated with the recruitment of staff under all including advertising, application management, interview processes and selection processes.
- Maintain Recruitment Tracking sheet and other relevant reports
- Develop and manage fair and reliable systems to attract the best talent.
- Ensure all vacancies are filled with the suitable candidates within the targeted time
- Assist the Head of Recruitment in designing and developing the human resources plan (HRP).
- Coordinate with HQ departments and field offices to initiate recruitment process.
- Designs recruitment advertisements
- manage and support the administrative coordination of recruitment in making sure that the recruitments take place on time and the procedures for it have been applied during the whole process of recruitment
- Advertise the vacant position within the organization, and circulate it externally
- Preparing recruitment plan monthly/annually.
- Conduct initial screening and prepare long list of applicants
- Facilitate shortlist of candidates with shortlisting panel
- Obtains and assess all certificates and testimonials of the candidates when needed;
- To monitor that the HR filing system, including personnel files; ensuring files are complete, filing is done regularly and files are archived or destroyed in accordance with MRRD policies
- Ensure that new employee orientation is conducted by organization development unit
- Any other tasks assigned by line manager.



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Contract Management

- Collect all recruitment documents/files from recruitment section
- Offer conditional job offer when certain conditions are met i.e. reference check, medical examination, final agreement of donor and MRRD etc.
- Conducting reference check from candidate supervisors as past performance is best indicator for future performance
- Make sure to verify educational document to be attested by MOHE
- Ensure the filing system of both recruitment process and personnel files
- Health checkup of newly hired employees
- Send the initial offer by an email or telephone allowing candidate to discuss the terms of employment and establish whether it's an acceptable offer.
- Prepare final offer and contract.
- Ensure that OD unit has prepared plan for induction training for newly hired employees
- Review performance of candidate through probationary form after completion of probationary period;
- Extend contract in case of employee's performance is more than satisfactory

Requirement (Qualification, Experience and Skills):

- A Bachelor degree in Business Administration, Economics and any other related field
- 4 years of relevant experience in Human Resources Management, proven experience in human resources is must.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Strong reporting skills, employee's data management and able to prepare different types of reports.
- HRMIS knowledge is a plus;
- Understanding of labour laws and disciplinary procedures
- Excellent communication, team working and problem-solving skills;
- Fluency in written and spoken Pashto, Dari and English;
- Good computer skills, different types of reporting, including proven experience using the Microsoft Office package;
- Problem-solving and decision-making aptitude;
- Strong ethics and reliability;

Abilities

- Ability to multi-task and work under pressure;



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- Ability to work independently and also as an effective team member;
- Professionalism in appearance and demeanor;
- Willingness to enhance knowledge of team members through training and personal initiative;
- Willingness to travel different provinces

How to Apply:

Please send your up-to-date CV with covering letter telling us why you are applying and how you met the required competencies before closing date, Interested Afghan Nationals should submit their applications in writing (clearly indicating on the subject line the title of the position and Vacancy Announcement Number e.g. **(Recruitment Officer)339/HRMD/CCNPP/MRRD** to: vacancies@ccnpp.org

The MRRD/CCNPP strongly encourages woman candidates to apply. It applies a pro-active and positive discrimination policy towards woman candidates as follows:

Women candidates with slightly lower than the stated required educational qualifications will also be considered.

If offered this position, the woman position holder will be allowed an adult male or female relative as a Mahrram for official travel, if/when required.

The MRRD and its CCNPP will promote a women-friendly environment with clear anti-harassment policies enforced.

The Human Resources Management and Development Division
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Ministry of Rural and Rehabilitation and Development
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